

CITY OF NEWARK

Delaware

RFP NO. 18-01

NEWARK COMMUNITY SUSTAINABILITY PLAN

ADDENDUM NO. 1

March 23, 2018

This addendum provides clarification and response to two requests for information (RFI) received via email on March 14, 2018 and March 19, 2018.

Question and Response:

Q: Can you share information regarding the membership of the Steering Committee?

The members of the Steering Committee are:

Bahareh van Boekhold – Resident (Chairperson)

Bill Swiatek - WILMAPCO

Michelle Bennett – University of Delaware

Sheila Smith – Conservation Advisory Commission

Susan Grasso – BikeNewark

R: *Helga Huntley – Resident*

Tim Filasky - Department of Public Works and Water Resources

Paula Ennis – Department of Parks and Recreation

Mark Brainard – City Manager’s Office

Mike Fortner – Planning and Development Department

Jeremy Firestone, Newark Planning Commission

Q: Based on the list of DENREC’s sustainability categories and the 3 additional categories identified by the City listed on page 3 of the RFP, has the City defined a priority of importance? If yes, please provide the list of priority categories.

R: *The City has not defined a list of priorities at this time.*

Q: Are there preliminary planning documents that consulting firms can view as they prepare a response?

R: *Attached is the Newark Community Sustainability Plan’s “Plan for Planning.” Also provided are the results of a “Dot” survey conducted during Newark’s Community Day. Participates (community members) were asked to choose from a list of sustainability goals/issues and chose what they think should be the top priority. While closely considered, these will not necessarily be the top focuses chosen for this Plan.*

- Q: Is there a level of in-kind services being provided by the City for this project?
- R: *The City is providing a % match of in-kind services to fulfill the requirements of the DNREC Grant. In addition to the volunteer and staff time for the Steering Committee, City staff will:*
- Support data collections and research efforts of the consulting firm.*
 - Assist the consulting firm in arranging, advertising, and facilitating public meetings, workshops, and information forums, and other forms of public outreach and engaging stakeholders.*
 - Host information on the City's website, assist with the designing and providing printings of posters and materials needed for public outreach and education.*
 - Provide staffing for community outreach events through City staff and community members.*
 - In general, City staff and community volunteers will try to assist the consulting firm in any way feasible to achieve the mission of the project.*
- Q: What is the timeline for interviews, selection, development, implementation, and completion of this planning project?
- R: *At this time, the City's timeline is flexible. The grant requires the City to utilize the funding by the end of 2019. Therefore, we are looking to complete the interview and selection process by the end of June 2018, and move from there through the development and initial implementation stages through 2019.*
- Q: Is there a requirement to include DBE/WBE/MBE businesses?
- R: *See Section IV- Selection/Evaluation of the RFP for the outlined scoring criteria that proposals will be evaluated on by each member of the Selection Committee.*
- Q: Will all interested parties be provided all questions that have been submitted?
- R: *Yes. Every addendum issued will be sent via email to all parties that have expressed interest as well as posted on the City's website under the RFP's Related Documents section.*
- Q: What level of detail is expected to be included in the planning deliverables for this project? Are you looking for technical solutions (e.g. specific locations for green infrastructure), cross-sections and detailed site plans, or higher-level concept diagrams, concept plans and guidelines?
- R: *The City is looking for the expertise of interested firms to recommend the most effective path forward based on their interpretation of the City's vision, goals, and actions items adopted in the Comprehensive Development Plan and the Plan for Planning.*
- Q: Has a budget been set for this project?
- R: *There is no set budget for the project at this time.*